



## Maintenance Mechanic

Class Code: 6940 – Exam Code: 4PB15

Department(s): CALIFORNIA CONSERVATION CORPS  
CALIFORNIA HIGHWAY PATROL  
CALIFORNIA STATE LOTTERY  
DEPARTMENT OF EDUCATION  
DEPARTMENT OF GENERAL SERVICES  
DEPARTMENT OF PARKS AND RECREATION  
DEPARTMENT OF PUBLIC HEALTH  
DEPARTMENT OF STATE HOSPITALS  
DEPARTMENT OF TRANSPORTATION  
DEPARTMENT OF VETERANS AFFAIRS  
EMPLOYMENT DEVELOPMENT DEPARTMENT  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Opening Date: August 27, 2014

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Salary: \$3,950.00 - \$4,998.00

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Written Examination and Experience Evaluation at any time.

**Once you have taken the written examination, you may not retake it for 12 months.**

### FILING INSTRUCTIONS

The online application filing process will consist of an online self-scheduling process. Test dates for various locations will be posted as new dates become available.

\*\*\*\*\*SEATING IS LIMITED AND THE CAPACITY OF SEATING FILLS UP VERY QUICKLY.

THE ABILITY TO SCHEDULE WILL NOT BE AVAILABLE ONCE THE TEST SITE IS COMPLETELY FILLED TO CAPACITY.\*\*\*\*\*

#### HOW TO APPLY:

To self-schedule yourself for a written test date, you must first establish a CalCareer account.

Carefully follow the instructions below:

- 1) Go to website <https://jobs.ca.gov>
- 2) Find this Exam Bulletin "Maintenance Mechanic" in the "Search Exam and Job Vacancies" window.
- 3) Read this Exam Bulletin "Maintenance Mechanic" carefully for minimum qualifications, written test information; test dates and scheduling information.
- 4) Scroll to the bottom of this Exam Bulletin to the "Taking the Exam" header. Click here to apply for and to self-schedule the Maintenance Mechanic written exam" link.
- 5) Enter your User ID and Password, OR create a new ACCOUNT if you do not currently have one.
- 6) Answer the "Equal Employment Opportunity", the "Personal Information", and the Minimum Qualifications" questions.
- 7) Review the available test dates and times and make your selection.
- 8) Print out two copies of the "Notice to Appear". You will need to bring a copy to the exam.

WHERE TO APPLY: Click on the link at the bottom of this bulletin.

#### TIPS

- 1) Save/Bookmark this bulletin page under your browser's favorites, so that you don't have to search for it again when you are about to schedule.
- 2) Keep in mind when signing-in that your User I.D. and Password are case sensitive.
- 3) Make sure you are using one of the following browsers:

Safari

Internet Explorer 8 9 or 10 (Recommended 9 or 10)

Google Chrome

Firefox

#### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones. Additionally, please select the "Reasonable Accommodations" box during the self-scheduling process.

#### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by State departments listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires twenty-four (24) months after it is established.** Competitors must then retake the Written Examination to reestablish eligibility.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

Required Identification: Applicants must bring photo identification or two forms of signed identification to the written examination.

NOTE: All applicants must meet the education and/or experience requirements as stated on

#### **MINIMUM QUALIFICATIONS**

### EITHER 1

Completion of a [recognized apprenticeship in a mechanical trade](#). (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

### OR 2

Three years of varied experience as a [Building Maintenance Worker](#) in California state service which must have included working in at [least three of the following areas: electrical, plumbing heating, water and power systems, repairing various mechanical and automotive equipment, and performing minor building construction, repair and painting.](#)

AND

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as Job Corps, Skills Center, ROP, Trades Schools, Military and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Technology from a California Community College, which must have included at least 12 semester units of mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

### OR 3

Four years of varied experience in the Mechanical Trades which must have included experience working [in at least three of the following areas, electrical, plumbing, heating, water and sewer systems, repairing various mechanical and automotive equipment, and performing minor construction, repair and painting.](#)

AND

Education: [Completion of 576 hours of formalized technical instruction](#) relating to Maintenance Mechanic offered by such established programs as Job Corps, Skills Center, ROP, Trades Schools, Military and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Technology from a California Community College, which must have included at least 12 semester units of mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

## POSITION DESCRIPTION

Under general direction to perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

Positions in this class require the independent performance of a wide variety of skilled maintenance tasks. Technical supervision at the supervisor level is rarely available. Positions generally exist at small institutions or in agencies where technical supervision is rarely available.

Inspects, maintains, and repairs plumbing, heating, water and sewer systems; does electrical maintenance and repair work, repairs laundry, farm, shop, and automotive equipment, does miscellaneous minor building construction and repair work, does miscellaneous interior and exterior painting, refinishes furniture, estimates and requisitions materials and supplies; keeps tools and equipment in good condition, keeps records and prepares reports.

Positions exists throughout the State of California.

## EXAMINATION INFORMATION

The examination will consist solely of a multiple choice written test weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

### SCOPE OF EXAMINATION

#### WRITTEN TEST – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience the examination has been developed to measure relative to job demands, each competitor's knowledge and abilities listed in the 'Knowledge and Abilities' section.

The examination for Maintenance Mechanic consists of the following three test sections:

<u>Test Section</u>	<u>Subject</u>
1	Carpentry Knowledge
2	Plumbing Knowledge
3	Electrical Knowledge

## KNOWLEDGE AND ABILITIES

Knowledge of:

1. Construction process and methods used in the fabrication, maintenance and repair of structures (e.g., furniture, cabinets, wood and steel framing, concrete work, roofing) and fixtures to accomplish work assignments, and to provide direction/information and training.
2. Construction materials (e.g., grades and types of lumber, piping, design mix of concrete, shingles, weather proofing) used in the maintenance and repair of structures and fixtures (e.g., concrete, wood and metal framework, roofing, woodworking) to accomplish work assignments and to provide direction/information and training.
3. General construction practices and procedures involved in the maintenance and repair of building structures and fixtures.
4. Structural hardware and seismic hold downs to secure structures in compliance with building codes.
5. Title 24 of the Americans with Disability Act (ADA) to ensure building structures are in compliance.
6. The principles, methods, tools, and equipment used in plumbing to ensure adherence to departmental quality standards and the Uniform Plumbing Code.
7. The processes for conducting inspections of standard plumbing installations concerned with various applications (e.g., water, gas, sewage) to ensure proper function, safety, and maximum efficiency.
8. Various types of pipe (e.g., galvanized, copper, plastic) and their uses/properties in order

to properly plan, conform to the Uniform Plumbing Code, and complete plumbing projects.

9. Plumbing design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
10. The principles and methods (e.g., conduit bending, wire pulling, rating of equipment) used in the maintenance and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage, switchboards, motor control centers) to accomplish work assignments.
11. Materials, tools, and equipment (e.g., cable reels, conduit benders, stripping tools, voltage or current meters, wire or cable cutters) used in the installation, maintenance, and repair of electrical systems and components (e.g., wiring, switches, lighting, transformers, high voltage, switchboard, motor control centers) to accomplish work assignments.
12. Components of heating, ventilation, and air conditioning (HVAC) equipment (e.g., refrigerant, compressor, condenser coil, expansion valve, evaporator coil) to assess HVAC operation and repair malfunctioning systems
13. Tools (e.g., drill driver, table saws, band saw, welding machines) used in the fabrication, maintenance and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking) to accomplish a work assignment, and to provide direction/information and training.
14. Construction equipment (e.g., forklift, scissor lifts, compressors, generator) used in the maintenance and repair of structures and fixtures to accomplish work assignments, and to provide direction/information, and training.
15. The functions of meters, gauges, and pressure indicators to ensure building systems are functioning properly.
16. Manual hand tools used in the completion of electrical, plumbing, mechanical and construction work.
17. Drain or pipe clearing/cleaning equipment (e.g., sewer auger machine, hand spinners, handheld electric snake, toilet augers) to facilitate plumbing activities.
18. Personal Protective Equipment (PPE) to safely complete work assignments.
19. Safe and responsible operation, maintenance, and organization required for tools and equipment used in carpentry, plumbing, mechanical and electrical work to protect self and others in the work place.
20. Safe lifting and handling procedures when transporting building materials, tools, and other items used at project work sites to avoid injuries and comply with safe handling procedures.

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

### CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

### CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street, North Bldg., Suite 500  
Sacramento, CA 95811

Phone: 1-866-844-8671  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

### GENERAL INFORMATION

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of



pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Updated: 12/19/16

## **TAKING THE EXAM**

You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first come first served basis for each written exam date.

**Click the link below to file for the Maintenance Mechanic examination.**

**Notice: The retake period for this examination is twelve (12) months. The period of eligibility is twenty-four (24) months.**

**[CLICK HERE to apply for and to self-schedule the Maintenance Mechanic written examination.](#)**

Additionally, if you have a disability please select the "Reasonable Accommodations" box during

the self-scheduling process.

**Self-Scheduling Opens**

**Written Exam Date**

**Testing Locations**